

## ICPI/ASCP Pathology Fellowship Directory Frequently Asked Questions

### How does the ICPI/ASCP Pathology Fellowship Directory work?

The ICPI/ASCP Pathology Fellowship Directory is an online tool that allows pathology residents to view available pathology fellowship positions. It is a virtual directory where pathology fellowship programs can instantly create and customize their listings. Click [here](#) to create your listing.

### How long will my fellowship listing be available?

Your online ICPI/ASCP Pathology Fellowship Directory listing will be available for 12 months from the time you create it and submit payment.

### Does the Directory include resident program information?

The ICPI/ASCP Pathology Fellowship Directory is for fellowship listings only.

### Is the listing fee for each fellowship or for all fellowships offered by a single institution?

The ICPI/ASCP Pathology Fellowship Directory charges per listing. An institution's initial listing is \$300 for one 350-word listing with photo image. Each additional listing that is part of the same order is \$200. If you were to go back and start a new order, the discounted price would not apply until the second listing of that order is placed.

### How often will the entire Directory be updated?

During the 12 months that your listing is active you can make edits and changes to it at any time. As a result, the Directory is always up-to-date. Once your position is filled, we ask that you come back to the Directory and check the box to update the status of the position to indicate it is filled. Fellowship programs will be contacted each year and invited to create or update their listings to ensure the Directory is as complete as possible.

### How can I upload my institution's logo to appear with my listing?

Don't worry—it's easy. During the listing submission process, you are provided with instructions on how to upload your institution logo. The logo must be a .jpg or .png file, no larger than 450px wide by 250px high. You can add the photo when you make your initial listing or at any time during your 12-month listing.

### What if the information on my fellowship is incorrect or needs to be edited?

Your listing in the ICPI/ASCP Pathology Fellowship Directory is 100% in your control! To make an edit or change, you can log in to your institution's account and make the appropriate edits.

### When an institution adds, modifies, or posts a listing, how long does it take to update on the ICPI/ASCP Pathology Fellowship Directory?

It takes approximately 30 minutes to see the changes that you make to your listing.

### Do I get a refund if I want to remove the listing before the expiration period or if the position is filled?

No, the listing fee covers 12 months from the time payment is received. Refunds are not offered.

### Why am I having problems logging in?

If you are having problems logging in, first verify the accuracy of your username and password. If you are still having problems, please contact Claire Peterson at (312) 541-4961 or send an email to [FellowshipDirectory@ascp.org](mailto:FellowshipDirectory@ascp.org), Monday through Friday, 8:30 a.m. - 5:00 p.m. CT.

### How many residents will see my posting?

The ICPI/ASCP Pathology Fellowship Directory will be promoted to more than 2,500 ASCP resident members.

### What does ASCP do to promote the ICPI/ASCP Pathology Fellowship Directory?

The ICPI/ASCP Pathology Fellowship Directory will be promoted to residents via ongoing email and social media campaigns. It will also be featured on the ASCP website, which averages more than one million visitors each month.

### What are my payment options?

The ICPI/ASCP Pathology Fellowship Directory is a wholly automated process. As such, only credit card payments (Mastercard/Visa/American Express) are accepted.

### What if I have any questions about the listings posted?

If you have any questions about the Fellowship Directory or any of the listings, please contact Claire Peterson at (312) 541-4961 or email [FellowshipDirectory@ascp.org](mailto:FellowshipDirectory@ascp.org).